

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT USE OF MICROCOMPUTER HARDWARE AND SOFTWARE	Number 90.61	Issue 1	Page 1 of 2
	Effective Date May 1, 1992		

1. Purpose
 - 1.1 To establish for use of microcomputer hardware and software by City employees.
2. Scope
 - 2.1 This regulation applies to all City employees who use data processing equipment in the performance of their job duties.
3. Policy
 - 3.1 The following types of computer software must be properly licensed and comply with all copyright laws and regulations governing the use of computer software:
 - a. all copyrighted computer software running on microcomputers owned by the City of San Diego and
 - b. all copyrighted computer software located for any reason permanently or temporarily within City facilities.
 - 3.2 The use of "public domain" computer software not requiring a license must be authorized and certified on an individual basis by the City Manager's Office or designate. (Public domain software is defined as: software not copyrighted, which can be freely distributed without obtaining permission from the programmer or paying the programmer a fee.) Upon approval, extra precautions must be taken to avoid "computer viruses" and other problems associated with these products.
 - 3.3 Employees and supervisors shall be disciplined in accordance with standard City procedure for using or knowingly allowing the use of illegal software on City owned data processing equipment.
 - 3.4 The use of personally owned software on City owned microcomputers shall not be allowed without the permission of the Department Director. Employees using privately owned software and hardware must be able to produce valid proof of compliance with license requirements. The City of San Diego shall not pay, or contribute for repair, maintenance or replacement expenses of employee owned hardware or software.
 - 3.5 Employees shall use only licensed software on City owned or City leased equipment.

Authorized

(Signed by Jack McGrory)

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- 3.6 Unannounced reviews of randomly selected City owned microcomputers will periodically be performed by representatives of the City Manager's Office or a designate and internally by the department or the San Diego Data Processing Corporation. Confidential reports on the findings of those audits shall be passed on to the Department's management, and the City Manager's Office when appropriate.
- 3.7 All data and application programs created or developed by employees in City facilities are City property.
- 3.8 Any illegal software loaded on City owned microcomputers or on computers located on City facilities must, without exception, be properly licensed or completely removed no later than May 1, 1992.

APPENDIX

Subject Index

Data Processing Microcomputer Hardware and Software
Microcomputer Hardware and Software
Hardware
Software

Administering Department

Financial Management